5 7   Information Only Copies

Copies of controlled documents not used to perform work are stamped INFORMATION ONLY and are not subject to updates

5 8   Disposition of Controlled Documents

Note Copy holder may retain canceled or obsolete document for information only provided the document is stamped by DC

(1)   Responsible Manager notifies RMRS DC to cancel a controlled document by completing and forwarding a Guidelines for Procedure Disposition form (Appendix 6)

(2)   DC notifies all copy holders of canceled documents with instructions on a DTAN

RMRS Records Center

(1)   Disposition controlled documents and DHFs as required

6.   RECORDS PROCESSING INSTRUCTIONS

Note   If a controlled document is related to CERCLA activities, provide copy of Controlled Document and Revisions to the Administrative Record Coordinator

The following documents are initiated, processed or maintained as a result of this procedure and shall be processed as follows

Record Identification	Record Type Determination	Protection / Storage Methods	Processing Instructions
Documents related to WIPP/LL/LLM Controlled Document and Revisions, Document History File (DHF) Note Completed Document Transmittal Acknowledgment Notice (DTAN), and Document Inquiry/Second Notice are placed in DHF	In-Process WIPP/LL/LLM Quality Assurance Record	Document Control maintains current document/revision and DHF in one-hour file cabinets until revised	Continue prescribed processing of document(s) Once revised, transmit previous revision and DHF to NQA-1 Waste Records Center, Building 441, per 1-PRO-077-WIPP-005, within six months
Documents related to WIPP/LL/LLM Controlled Document and Revisions, Document History File Note Document Transmittal Acknowlegment Notice (DTAN), Document Inquiry/Second Notice, and Guidelines for Procedure Disposition are placed in DHF	WIPP/LL/LLM Quality Assurance Record	While active, Document Control maintains current controlled document and DHF in one-hour fire cabinets	Within 6 months after document is superseded or cancelled, Document Control transmits controlled document and DHF to NQA-1 Waste Records Center, Building 441, per 1-PRO-077-WIPP-005

Documents **not** related to WIPP/LL/LLM Controlled Document and Revisions, Document History File (DHF) Note Completed Document Transmittal Acknowledgment Notice (DTAN), and Document Inquiry/Second Notice are placed in DHF	In-process Quality Assurance Record	Document Control maintains current document/revision and DHF in one-hour file cabinets until revised	Continue prescribed processing of document(s) Once revised, transmit previous revision and DHF to RMRS Records Center in accordance with RM-06 02, Records Identification, Generation and Transmittal
Documents **not** related to WIPP/LL/LLM Controlled Document and Revisions, Document History File Note Document Transmittal Acknowlegment Notice (DTAN), Document Inquiry/Second Notice, and Guidelines for Procedure Disposition are placed in DHF	Quality Assurance Record	Document Control maintains current controlled document and DHF in one-hour fire cabinets Within 90 days after document is superseded or cancelled, Document Control transmits controlled document, revisions and DHF to RMRS Records Center, in accordance with RM-06 0, Records Identification, Generation and Transmittal	Within one year of the date of cancellation, the RMRS Records Center retrieves all files related to the document and transmits the records package to Site Records Management in accordance with 1-V41-RM-001

7 REFERENCES

7 1 DOE Order 5700 6C, Quality Assurance

7 2 10 CFR 130 120, Quality Assurance Requirements

7 3 DOE Order 5480 19, Conduct of Operations

7 4 RMRS-QAPD-001, RMRS Quality Assurance Program Description

7 5 1-MAN-001-SDRM, RFETS Site Documents Requirements Manual

7 6 QA-05 01, Preparation and Control of RMRS Documents

7 7 1-V41-RM-001, Records Management Guidance for Records Sources

7 8 1-77000-DC-001, RFETS Document Control Program